



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

JUN 29 2015

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Board of County Commissioners
(Local government entity)

1010
(Unit)

(Signature of responsible official)

Edwin H. Humphrey
(Name)

President
(Title)

5/18/15
(Date)

Section B: Records Commission

Clermont County Records Commission
Records Commission

(513) 735-8660
(Telephone number)

289 East Main Street
(Address)

Batavia
(City)

45103
(Zip code)

Clermont
(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form

Schedule of Records Retention and Disposition Continuation Sheet

Section E: Records Retention Schedule**Board of County Commissioners****1010**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1010-01	Account Statements (in connection with bond issues)	Until superseded (only most current copy maintained)	Paper/Electronic		<input type="checkbox"/>
1010-02	Airport Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-02A	Airport Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-02B	Airport Files	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-03	Annexation Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-03A	Annexation Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-03B	Annexation Files	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-04	Annual Information Statements	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-04A	Annual Information Statements	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-04B	Annual Information Statements	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-05	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-05A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Board of County Commissioners**1010**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1010-05B	Annual Reports	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-06	Apiary Inspection Expense Reports and related files	Until audited	Paper/Electronic	Audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
1010-07	Appointments to Boards/Commissions	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-07A	Appointments to Boards/Commissions	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-07B	Appointments to Boards/Commissions	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-08	Appointment of Outside Legal Counsel (Joint Petition to Common Pleas Court)	Until audited (original maintained by Prosecuting Attorney)	Paper/Electronic		<input type="checkbox"/>
1010-09	Appraisal Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-09A	Appraisal Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-09B	Appraisal Reports	Permanent	Microfilm		<input type="checkbox"/>
1010-10	Audit Reports	5 years from end of audit period	Paper/Electronic		<input type="checkbox"/>
1010-11	Bids - Unsuccessful	2 years after contract award	Paper/Electronic		<input type="checkbox"/>
1010-12	Bids - Successful	Permanent (paper copy maintained by department as part of contract)	Microfilm		<input type="checkbox"/>
1010-13	Bills - (computer printout prepared by Auditor)	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-14	Bonds/Notes/Official Statements	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

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Board of County Commissioners

1010

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
1010-14A	Bonds/Notes/Official Statements	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input checked="" type="checkbox"/>
1010-14B	Bonds/Notes/Official Statements	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-16	Budget - Annual Appropriations	Permanent (paper copy maintained by OMB for 10 years)	Microfilm		<input checked="" type="checkbox"/>
1010-17	Calendars/Schedules	1 year following end of fiscal year	Paper/Electronic		<input checked="" type="checkbox"/>
1010-18	Catalogs/Manuals Publications	Destroy upon review	Paper/Electronic		<input checked="" type="checkbox"/>
1010-19	Clermont Cares/Complaints/Responses	3 years	Paper		<input checked="" type="checkbox"/>
1010-20	Capital Projects - contract documents, change orders, close out and related planning information	Permanent (paper copy maintained by originating department permanently)	Microfilm		<input checked="" type="checkbox"/>
1010-21	Correspondence	1 year following end of fiscal year unless part of a record which is kept per the appropriate record series	Paper/Electronic		<input checked="" type="checkbox"/>
1010-22	Department Head Meeting/Minutes Notes	1 year	Paper/Electronic		<input checked="" type="checkbox"/>
1010-23	Department Weekly Reports	1 year (original maintained by respective departments)	Paper/Electronic		<input checked="" type="checkbox"/>
1010-24	Department special program/project proposals, plans, reports, position papers, files (providing history of new initiatives/programs/department)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input checked="" type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
1010-24A	Department special program/project proposals, plans, reports, position papers, files (providing history of new initiatives/programs/department)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-24B	Department special program/project proposals, plans, reports, position papers, files (providing history of new initiatives/programs/department)	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-28	Easements	Permanent (paper copy maintained by originating department)	Microfilm		<input checked="" type="checkbox"/>
1010-29	Electronic Mail Messages – E-mail	Retain according to content Non-Record-Delete immediately Transitory-Until no longer of Administrative Value Intermediate-1 year following end of fiscal year unless part of a record which is kept per the appropriate record series Permanent-1 year following end of fiscal year unless part of a permanent record which is kept permanently per the appropriate record series	Paper/Electronic		<input type="checkbox"/>
1010-30	Regular and Informal Work Session Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-30A	Regular and Informal Work Session Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-30B	Regular and Informal Work Session Minutes	Permanent	Microfilm		<input type="checkbox"/>

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(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS/LGRP	(6) RC-3 Required by OHS LGRP
1010-31	Grant Applications/Agreements	Permanent (paper copy maintained by originating department per funding agency requirements)	Microfilm		<input type="checkbox"/>
1010-32	Grant Records (correspondence, plan approvals, fiscal/monitoring reports)	Until audited by funding agency and/or State Auditor	Paper/Electronic		<input type="checkbox"/>
1010-33	Grant applications - denied	1 year after funding denial	Paper/Electronic		<input type="checkbox"/>
1010-34	Inventory - Annual	1 year after audited	Paper/Electronic		<input type="checkbox"/>
1010-35	Journals/Index to Journals	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-35A	Journals/Index to Journals	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-35B	Journals/Index to Journals	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-36	Liquor Permit Applications	1 year from date received	Paper/Electronic		<input type="checkbox"/>
1010-37	Litigation/Claims/Settlements/Case Files (In-County Counsel)	Twenty-Six years after verdict is returned (Maintained by the Prosecutor's Office)	Paper		<input type="checkbox"/>
1010-37A	Litigation/Claims/Settlements/Case Files (In-County Counsel)	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-38	Maintenance bonds for Sidewalks	Until release and acceptance of improvements	Paper/Electronic		<input type="checkbox"/>
1010-39	Maintenance bonds - water/sewer	Until release and acceptance of improvements	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Board of County Commissioners

1010

(Local government entity)

(Unit)

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1010-40	Marriage License Fees distribution records	10 years (maintain with budget)	Paper/Electronic		<input type="checkbox"/>
1010-41	Minutes/Agendas/Meeting Notices/Announcements (from other agencies)	30 days or upon review by appropriate staff	Paper/Electronic		<input type="checkbox"/>
1010-42	Litigation/Claims/Settlements/ Case Files (Outside Counsel)	Twenty-Six years after verdict is returned (Maintained by the Prosecutor's Office)	Paper		<input type="checkbox"/>
1010-42A	Litigation/Claims/Settlements/ Case Files (Outside Counsel)	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-43	Opinions - Prosecuting Attorney	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-43A	Opinions - Prosecuting Attorney	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-43B	Opinions - Prosecuting Attorney	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-44	Pay-In Receipts from Treasurer	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-45	Performance-Maintenance Bonds Street Improvements	Until release and acceptance of improvements	Paper/Electronic		<input type="checkbox"/>
1010-47	Policies/Procedures/Rules/ Regulations/Long-Range Plans	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-47A	Policies/Procedures/Rules/ Regulations/Long-Range Plans	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-47B	Policies/Procedures/Rules/ Regulations/Long-Range Plans	Permanent	Microfilm		<input type="checkbox"/>
1010-48	Proclamations	1 year from date of issuance	Paper/Electronic		<input type="checkbox"/>

Schedule of Records Retention and Disposition Continuation Sheet

Board of County Commissioners**1010**

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1010-49	Property Purchases/Sales/Appropriation Cases/Sheriffs Forfeited Properties	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-49A	Property Purchases/Sales/Appropriation Cases/Sheriffs Forfeited Properties	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-49B	Property Purchases/Sales/Appropriation Cases/Sheriff's Forfeited Properties	Permanent	Microfilm		<input type="checkbox"/>
1010-50	Public Defender Monthly Operating Expense Reports	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-51	Legislation - proposed	Until final disposition	Paper/Electronic		<input type="checkbox"/>
1010-52	Public Officials Bonds	10 years after expiration	Paper/Electronic		<input type="checkbox"/>
1010-53	Receipt Book	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-54	Resolutions	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-54A	Resolutions	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-54B	Resolutions	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-55	Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-55A	Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
1010-55B	Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-56	Reports, Plans, Studies, etc. from outside agencies (i.e. CCAO, OKI, ODOT)	Until superseded or no longer needed	Paper/Electronic		<input type="checkbox"/>
1010-57	Road/Street/Alley Vacation Records establishment/Transfer/Acceptance Name Change	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-57A	Road/Street/Alley Vacation Records establishment/Transfer/Acceptance Name Change	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-57B	Road/Street/Alley Vacation Records establishment/Transfer/Acceptance Name Change	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-58	Sheriff's Monthly Meal Reports	1 year	Paper/Electronic		<input type="checkbox"/>
1010-60	Tax Levy Issues/ Resolutions/ Proceeds/ Reports/ Contracts	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1010-60A	Tax Levy Issues/ Resolutions/ Proceeds/ Reports/ Contracts	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-60B	Tax Levy Issues/ Resolutions/ Proceeds/ Reports/ Contracts	Permanent	Microfilm		<input checked="" type="checkbox"/>
1010-61	Telephone Message Duplicates	Until no longer of value	Paper/Electronic		<input type="checkbox"/>
1010-62	Travel Requests	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-64	Building Permits/Certificates of Occupancy - county buildings	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1010-64A	Building Permits/Certificates of Occupancy - county buildings	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1010-64B	Building Permits/Certificates of Occupancy - county buildings	Permanent	Microfilm		<input type="checkbox"/>
1010-65	Insurance Policies/Plans/Contracts	Permanent	Microfilm		<input type="checkbox"/>
1010-66	Liability and Health Insurance Acquisition Records/ Renewal Reports	Permanent	Microfilm		<input type="checkbox"/>
1010-68	Contracts (general construction, collective bargaining, public depository, tax abatements etc.)	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1010-69	Contracts for goods/services	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1010-71	Reports - required by statute to be filed in BCC office	Until audited	Paper/Electronic		<input type="checkbox"/>
1010-72	Payroll Records - Records pertaining to Employee wages, compensation and leave	2 years provided audited, (Original maintained at Auditor's Office)	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.